



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

**PROCUREMENT AGENT**

**SOLICITATION No.** 12-008  
**OPENING DATE:** January 9, 2012  
**CLOSING DATE:** January 30, 2012 (5pm Baghdad time)  
**MARKET VALUE:** FSN-07 (USD 22,539 – USD 33,807, basic salary p.a.)

**POSITION GRADE:** Full performance grade level for this position is: FSN-07. A training grade level, below FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**BASIC FUNCTION OF POSITION:**

The incumbent prepares purchase orders, contracts, vouchers, miscellaneous procurement documents and paperwork including correspondence. Receives and processes procurement requests. Conducts market research and makes telephone inquiries to local firms to ascertain the availability and price of items. Negotiates best price with vendors and ensures that the vendor can provide requested items which meet the required product specifications and further ensures delivery within reasonable timeframes. Maintains post records relating to purchases, files procurement documents and correspondence in accordance with office filing procedures. Maintains the Office's Foreign Affairs Manual and other regulations and instructions dealing with procurement and purchasing. Compiles information required to submit daily in the Procurement Data System. Perform as the file custodian maintains procurement action files from inception until the close out action is completed and other duties as instructed by the supervisor.

**Major Duties and Responsibilities:** \_\_\_\_\_ % of Time

50%

Daily receives purchase order requests. Conducts market research and obtains a minimum of three quotes on the local and international market, and uses the Internet. Prepares purchase orders, vouchers, government credit card purchases orders and logs, and processes miscellaneous procurement documents and paperwork including correspondence. Request and maintains Justification for Other than Open Competition (JOJOC) forms from customers. Negotiates best price with vendors and ensures that the vendor can provide purchase items which meet the required product specifications and further ensure delivery within reasonable timeframes. Ensures post records relating to purchases, procurement documents and correspondence are filed in accordance with the FAR. Answers customer queries on a variety of procurement issues. Provides daily status of procurement actions to the EXO and customers.

30%

Utilizes GLAAS system (Global Acquisition Assistance System) to prepare necessary purchase order documents for ordering items from local vendors and US vendors. Requests bids or quotations for local purchases by telephone, email, FedBid website, correspondence, or advertisement on embassy website. Reviews responses and prepares summaries and analyses, including a recommendation as to best offer, considering price, bidder's capability, and similar factors. Participates in further negotiations between bidder, the Contracting Officer, and Procurement Supervisor. Drafts contracts, purchase orders and related documents, obtain necessary signatures, and use the Government-wide purchase card to place orders, when requested by the EXO and procurement specialist/supervisor

10%

Assist the Procurement Specialist/supervisor to administer and monitors the use of the Government-wide purchase card in accordance with the Federal Acquisition Regulation (FAR) and Ensures that proper market research was conducted, that there's no evidence of splitting of purchases, and that purchases are shared among various vendors. Ensures that proper documentation, checks and balances were observed prior to submitting the documents to the contracting officer for approval. Maintains folders for each purchases and screens the monthly bill for accuracy by verifying that each purchase includes an approved purchase request with a fund cite, a receiving report, and a receipt prior to submitting to the contracting officer.

10%

Maintains and monitors the Blanket Purchase Log (BPA), and records every call to the vendor. Maintains a tracking balance sheet to ensure that obligated funds are not exceeded, and to avoid unauthorized commitments. Places BPA calls orders on behalf of the Contracting Officer.

## 15. Qualifications Required For Effective Performance

- a. **Education (10 points):** University degree in business administration, finance, engineering, marketing, commerce, accounting, international trade, law or related field is required.
- b. **Prior Work Experience (25 points):** Minimum of 4 years of progressively working in the procurement or related fields is required.
- c. **Language Proficiency (20 points):** Level III language proficiency in English and level IV in Arabic is required. The incumbent should possess excellent knowledge of Arabic in order to work between local vendors/ Iraqi government officials and Iraqi security forces.
- d. **Job Knowledge (20 points):** A good knowledge and understanding of procurement procedures and contracting practices in general is required. In addition, a good knowledge of local market conditions, pricing structures, and the capabilities of potential local suppliers, as well as US suppliers is necessary. Knowledge of U.S. Government procurement regulations, procedures, and guidelines, and Federal contracting practices and instruments will be advantageous.
- e. **Skills and Abilities (25 points):** Ability to work independently and effectively in a team environment. Ability to handle multitasking without interruption to the normal flow. Ability to evaluate vendor proposals and make determination on the winner. Able to memorize and maintain historical data. Excellent organizational skills. Tact and diplomacy are required to establish and develop productive working relations with outside officials, customers, and contractors. Must have initiative, good judgment and ability to train and instruct customers in all the facets on procurement activities.

Must be highly experienced in using a Computer: (MS Word and MS Excel). Knowledge of MS Access is a plus. Individual should be motivated and self-directed, possesses the ability to think independently and to take initiative in order to be able to work under minimum supervision.

### **How to apply for this Solicitation**

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, [www.usaid.gov/forms/](http://www.usaid.gov/forms/), or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov).

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

**Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.**

**Late, incomplete or unsigned applications will NOT be considered.**

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

***USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.***

USAID Iraq  
EXO/Human Resources  
Job Application  
USAID Compound  
**Email:** [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov)